

Bronze 2 = Entry Level 2

Bronze INGOT 2

Networking

I can log on to a network

I can send and receive messages by E-mail

I understand that E-mail attachments can be a security risk.

I can use a web address to log onto a web site for a particular purpose.

Word Processor

I can use the Word Processor to start a new text document

I type at the keyboard with both hands

I understand auto-wrap at the end of each line and pressing the enter key to start a new paragraph.

I can use centre, left and right align and the tab keys for layout using pre-defined settings

I use the SHIFT key and Caps Lock appropriately.

I can use the mouse to position the cursor with precision

I can apply simple pre-defined styles such as a heading, a bullet point list, bold, and underline.

I can adjust the view of the document between different scales using the zoom.

I can use the spell checker appropriately.

I can highlight, cut, paste and copy text within the same document using the menu system, keyboard short cuts and drag and drop.

I can print completed work

I can save work and then close down the system and retrieve work.

I can use "save as" to save files in appropriate formats for transfer to people

I can use the skills above to write a simple document such as a letter and save it in more than one format.

Drawing

I can use a drawing program to start a new drawing

I can switch on a grid to use for guidance

I can draw lines and arrows to label diagrams

I can create text boxes for labels

I can change font sizes and styles

I can choose drawing tools to create simple shapes such as square, rectangle, circle and ellipse changing their fill styles and colours.

I can move, re-size and alter the shape of drawing objects.

I can zoom in and out to improve the precision with which objects are positioned.

I can print completed work

I can save work and then close down the system and get work back.

I can export work to software using a different file format.

I can change line widths and colours

I can use the above skills to draw a useful diagram or illustration. e.g. a plan of the layout of my bedroom.

Presenting

I can use a presentation program to start a new presentation.

I can save a presentation and open an existing presentation.

I can change the background and foreground colours to make slides clear and easy to read

I can use templates in a presentation package to put together a series of slides with a consistent format.

I can adjust text attributes such as font style and size when designing a presentation.

I can use drawing tools consistent with the requirements for the drawing criteria in the design of slides.

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I can import pictures and diagrams to illustrate a presentation.

I can use effects to make consistent but interesting transitions between slides.

I know that using sound effects can be distracting and irritating to the audience when making a presentation.

I can use effects to introduce ideas in a structured and simple way to make a presentation.

Working with others

I can ask for help when I need it

I can help others when they need it

I can work quietly and not disturb other people.

I can concentrate for extended periods and listen to instructions without interrupting.

I work with due regard for safety by ensuring seating and lighting are appropriate and avoiding hazards

I can help other people set their own personal targets and goals

I accept help from others in setting my own personal targets and goals.

Source URL: <https://theingots.org/community/node/412>